



esso 34

34th Congress of the
**European Society of
Surgical Oncology**
in partnership with **BASO 2014**

29-31 October 2014
LIVERPOOL
UK



BASO 2014



Organised by:



**Exhibition and Satellite
Symposium Service
Manual**

Dear ESSO 34 – BASO 2014 Partners,

On behalf of ECCO – the European CanCer Organisation, we are pleased to forward you the ESSO 34 - BASO 2014 Exhibitor and Satellite Symposia Service Manual.

Enclosed you can find detailed information on key dates, contacts, order forms and various additional facilities and services for the organisation of your exhibition stand as well as your Satellite Symposium.

Thank you for observing the deadlines, rules and regulations in this manual.

Please share this information with staff in your company and all third parties that may be involved with you in ESSO 34 - BASO 2014. This manual is also available online on www.ecco-org.eu

If you have any further queries from the above, please do not hesitate to contact me.

We very much look forward to seeing you in Liverpool in October and wish you a successful Congress!

With kind regards,

On behalf of the ESSO 34 - BASO 2014 Operations Team,

Emilie Fillod
Congress Coordinator

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KEY DATES & DEADLINES

21 May 2014	Deadline to submit satellite symposia draft programme for approval by the Scientific Committee,
25 August 2014	Deadline to submit satellite symposia final programme for insertion in the Programme book
	Deadline for exhibiting companies to submit company profile and logo for insertion in the Programme book and online
25 August 2014	<u>Deadline to submit complete stand drawings</u>
8 September 2014	Deadline receipt of payment and number of participants for regular rate group registrations
	Deadline receipt of full names, addresses and specialties of all group participants
15 September 2014	<u>Deadline to receive promotion text for the Satellite Symposia e-blast</u>
18 September 2014	Deadline to book accommodation (Official housing agent: Liverpool Convention Bureau)
29 September 2014	Deadline to order all exhibitor badges
	Deadline to order 'satellite symposium only' badges
26 September 2014	Deadline to order services from Joe Manby Ltd to avoid surcharges
06 October 2014	Deadline to submit the Risk Assessment for exhibition stand
15 October 2014	Email blast for Satellite Symposia
28 October 2014	Exhibition build-up days
29-31 October 2014	Exhibition opening days
31 October 2014	Exhibition dismantling days

CONTACT INFORMATION

Congress secretariat



The ESSO34 – BASO 2014 Congress Secretariat can be reached at:
ECCO – the European CanCer Organisation
Avenue E. Mounier 83, B-1200 Brussels
Telephone: +32 (0)2 775 02 01
Fax: +32 (0)2 775 02 00
E-mail: esso34@ecco-org.eu

Contact persons

Congress Operations

Adline Lewuillon
adline.lewuillon@ecco-org.eu
+32 (0)2 775 02 40

Exhibition, Satellite Symposia and Meeting Rooms

Emilie Fillod
emilie.fillod@ecco-org.eu
+32 (0)2 775 02 47

Registrations (groups & individuals)

Riitta Kettunen
riitta.kettunen@ecco-org.eu
+32 (0)2 775 02 05

Scientific programme

Sapna Sheth
sapna.sheth@ecco-org.eu
+32 (0)2 775 29 33

Congress centre

The ESSO 34 - BASO 2014 Congress will be held at:
ACC Liverpool
Kings Dock
Liverpool Waterfront
Liverpool, Merseyside L3 4FP
UK

For detailed information on the venue, please visit www.accliverpool.com

Contact persons

Project manager

Mrs Astrid Hoedlmaier
Astrid.Hoedlmaier@ACCLiverpool.com

Catering management

On-stand delivery, Satellite Symposia & Meeting Rooms
Centerplate, c/o Mrs Amy Theaker
atheaker@Centerplate.co.uk
+44 (0)151 239 6059

Local housing partner

The Liverpool Convention Bureau has been appointed as the official local housing partner for ESSO 34 – BASO 2014 and is offering hotel accommodation for both groups and individuals.

Accommodation

Hospitality suites & meeting rooms in hotels

Liverpool Convention Bureau

<https://resweb.passkey.com/go/esso34>
+ 44 (0)151 237 3896

We kindly ask you to contact the appointed local housing partner DIRECTLY

Freight forwarding partner

Kristal has been appointed as the official freight forwarding partner for ESSO 34 - BASO 2014 and is offering a wide range of services (see freight forwarding section further in this manual).

Contact person

Rita Breunig
rita.breunig@kristal-logistics.com
+32 (0)2 753 07 30

PLANS & ACCESS

Exhibition plan

For latest status, electronic exhibition floor plans are available for consultation on:
www.ecco-org.eu

An updated exhibitor listing is also available on the Congress website.

Access plan

The Exhibition Hall is easy to reach thanks to excellent road links. The city itself also has an extensive and clearly laid out public transport network.
For more details, please see the access maps on the following pages.

General floor plan

For general floor plans of the Congress Centre and exhibition hall, please visit
www.btconventioncentre.com/index.asp

EXHIBITION

Opening hours

Wednesday 29 October 2014	12:30 – 20:00
Thursday 30 October 2014	10:30 – 16:30
Friday 31 October 2014	10:30 – 14:30

Conditions of participation

Appointed representatives

If an exhibiting company wishes to appoint an agent/stand builder to conduct its affairs at ESSO 34 - BASO 2014, the agent should be identified on the application form or separately in writing by a person with the corresponding authority. Once appointed, the actions and communications of this agent/stand builder will be treated as though from the exhibiting company. Contractual responsibility remains with the exhibitor.

Conference and exhibition layout

ECCO reserves the right to deviate from the stand confirmation and to allocate a stand in a different location, to alter the size of the stand, to re-locate or close entrances and exits on the exhibition grounds and/or in the Congress Centre and to carry out any other structural alterations providing it has a substantial interest in such measures.

Stand moves

ECCO reserves the right to make changes in the layout of the exhibition, as well as in the stand assignment in the event that unforeseen circumstances make this necessary. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the exhibitor are unreasonably impaired, the exhibitor may withdraw from the contract in writing within 1 week after receipt of notification of the type of alteration. ECCO accepts no responsibility for any damage which may result from such changes.

Subtenants and other represented companies

Sharing the allocated stand area with another company, regardless of whether this company is representing by its own staff (subtenant) or only by its own exhibits (represented company), is not permitted. This applies equally to companies with products or services aligned to a registered exhibitor. Should a registered exhibitor wish to exhibit in association with another organisation, ECCO will endeavour to offer additional exhibit space, where available, under normal conditions of sale.

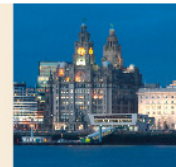
If an exhibiting organisation has multiple corporate identities but shared ownership, the organisational relationship must be made clear to delegates.

Transfer – even in part – of the rights and obligations arising from the rental contract to third parties is not permitted.

Security and insurance

Neither the venue, the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organiser nor its contractors shall be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons.

The exhibitor shall indemnify the organiser and its contractors to third persons, as a result of any act or omission of the exhibitor, staff, agent or personnel hired on a temporary basis to staff the exhibition stand. Since the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should take out insurance to cover any loss due to theft or negligence, damage, injury or liability. The exhibitor agrees not to pursue the organiser for any aforementioned risks.



TECHNICAL DATA

- The exhibition accompanying ESSO 34 - BASO 2014 will be held in Hall 2 (on level -1) of the ACC Liverpool
- All rates cover floor space only and do not include the construction of a modular booth or other extras. The minimum exhibition space is 9 square metres and must be minimum 3 m deep.
- Electric mains, telephone lines and wired internet cables are dropped from the ceiling. Water and waste provision comes from the floor ducts. Connections to these services must only be made by ACC Liverpool and its appointed contractors.

Hall information

- The ceiling height is 8,00 m in Hall 2. Some areas have a lower ceiling at 4.50 m.
- The maximum building height is **4.00 m**.
- There is no day light in the exhibition area.
- There are no pillars in the hall.
- It is not allowed to add carpet on the existing hall carpet without floor boards first. If any damage occurs to the venue's existing carpet, this will be chargeable to the exhibitor or contractor.
- The floor bearing capacity (net load) is 500 kg/ sqm.
- Water connections are only available from the floor. A stand that requires water provision needs to be located above a service duct in the floor. Please contact us if you need water connection at your stand.
- Suspension of banners/signage from the ceiling is not allowed.

HEALTH & SAFETY

ACC Liverpool requires ESSO 34 - BASO 2014 exhibitors to adhere to the e-guide which is an industry wide tool that gives information on all Health & Safety aspects.

It is vital that all contractors and exhibitors adhere to the guidelines stipulated in the e-guide. It is also important, as per the e-guide, **that all exhibitors provide ECCO with a risk assessment**, along with the stand designs and plans.

The e-guide is available here <http://www.aev.org.uk/eguide>. Click on e-guide where you can download a [clean copy](#) of it (only available on Internet Explorer or Chrome)

The Risk Assessment (no template available, please use your own template)¹ along with an insurance document should be emailed to Emilie Fillod at Emilie.fillod@ecco-org.eu at the latest on 6 October 2014. **Please note that you will not be allowed to build up your stand if the Risk Assessment is not received on time.**

STAND CONSTRUCTION

Stand design

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions. Those companies renting a stand module from Joe Manby Ltd should submit the package type, dimensions & non-standard items such as display screens and catering areas.

This information must be sent to the ESSO 34 - BASO 2014 Secretariat by email to Emilie Fillod at: emilie.fillod@ecco-org.eu before 25 August 2014.

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. Also indicated must be the location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations. Please supply:

- A scaled top view drawing
- A scaled side view drawing
- **A 3-dimensional drawing (or photograph)**

Indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc) additional information will have to be submitted.

Responsibility to neighbouring stands

The ESSOs are a long standing meetings series with a reputation of equity in its dealing with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants.

Each exhibitor is asked to consider, therefore, the impact of the stand construction on neighbouring exhibits. If there is a danger of unfairly "blocking" another stand from view, even when adhering to all other elements of these regulations, this should be mentioned when submitting plans. Failure to do so would breach the spirit of the exhibitor's contract with ECCO and in such cases the exhibitor responsible will be expected to make such changes as necessary at his/her own cost. In such cases, the decision of ECCO will be considered final.

¹ Page 4 – 10 of the e-guide deals with risk assessments, giving explanations and guidance. There is also a link to a template which you may find useful

Approval

ECCO will send an approval to the exhibitor and/or the exhibitor's agent. Only with this approval shall the stand be deemed eligible for construction.

NO APPROVAL MEANS NO PERMISSION TO CONSTRUCT THE STAND – RESULTING COSTS ARE ENTIRELY AT EXHIBITOR'S EXPENSE

Any setup or installation, which does not comply with the standard specifications or with the designs approved by ECCO must be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in correction being made by ECCO. All expenses for these corrections will be payable by the exhibitor. ECCO accepts no responsibility for damage caused by these corrections.

Exhibitors are strongly encouraged to consider potential stand activities such as demonstrations, presentations, storage, hosted quizzes and hospitality when planning stand usage.

It is the responsibility of the exhibitor or their contractor to ensure that the activity complies with the e-guide and that necessary documentation is provided. Please note that some activities need venue approval (please check this with Emilie Fillod at ECCO)

Shell scheme stands

Shell scheme stands provided by Joe Manby Ltd will be uniform stands with uniform lettering, height and design. Partition walls will be 2.50 m high, PVC-coated white with aluminium frames.

Constructed stand height

The maximum building height is 4.00m in Hall 2

Stand transparency

For island (4 open sides) and peninsula (3 open sides) stand types, ECCO requires that line of sight through the stand be possible from aisle to aisle for at least 40% of the stand width when viewed from each open side.

As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval.

Accepted stand types & aisle carpeting

Two-storey structures are not allowed. Arches, bridges or similar constructions connecting 2 stands are not allowed, nor are L & U shape island stands.

Separation walls

All peninsula (3 open sides), corner (2 open sides) and in-line (1 open side) stands must be separated from the neighbouring stand(s) by means of a separation wall (Joe Manby Ltd can supply this.) In principle, this separation should be 2.50m high, and finished (white) on all sides. The separation wall is considered as part of the stand design and should be indicated on the stand drawings.

In case an exhibitor fails to supply and install necessary separation wall, ECCO will arrange for walls to be erected (and floor covering to be laid, if necessary) at the exhibitor's expense.

Back walls

The rear side of each stand shall be designed and decorated by the exhibitor to whom this stand belongs, provided that the interests of the neighbours are not affected thereby. Walls constructed on an open side should be visually appealing to adjacent exhibits – some suggestions include screens with moving displays, scientific posters and colourful design and lighting.

Open sides of a stand

Walls erected on the open sides of a stand must be 30cm inset from the edge of the stand, must not be longer than 1/3 of the length of the stand and should be no higher than 2,50m.

It is not allowed to erect walls, glazing or other constructions on or within 30cm of the perimeter of island stands. This also applies to the open sides of peninsula, corner and inline stands. Stand should be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the organiser.

Keep aisles clear

Island stands are separated the width of an aisle from all neighbouring exhibits. Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area for the audience. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately. No objects, including signs or advertisements, may project into the visitors' aisles.

Positioning of the stand

Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation must be kept free from obstructions at all times.

Stand flooring

The Exhibition hall is carpeted. Carpeting your exhibition space is not mandatory. Should you carpet your stand, please note that it is mandatory to use floor boards as it is forbidden to lay carpet directly on the existing carpet.

These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

Positioning of exhibits

The exhibitor is not allowed to place articles to be exhibited in a manner which, in the opinion of ECCO, affects or hinders neighbouring stands, e.g. with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter. The exhibit should pose no danger to participants. Any structural or display element which does not satisfy the organisers and/or the venue officials in terms of safety must be made safe or removed.

Presentations and quizzes

Companies wishing to arrange or sponsor sessions are invited to arrange a Satellite Symposium, as detailed further in this Manual. Exhibition space is intended to display scientific information on products and/or services; therefore positioning auditoria on stand areas is not permitted.

This does not exclude companies from giving product based presentations, but the area set aside for an audience should resemble a theatre – therefore no more than 10 seats should be provided and this area should not be covered. It should be positioned well within the stand area (not less than 3 m from the stand perimeter).

The focus of presentations should be product-related information and not presenters themselves. Where Key Opinion Leaders are employed as presenters, their presence should be discrete and not publicly advertised. The same rule should apply for areas dedicated to quizzes: they should be positioned well within the stand area (not less than 3 m from the stand perimeter). All such activities require the prior approval of ECCO.

Platform floors

The use of wooden platforms is recommended for stand with water piping and/or a lot of electrical wiring; a stand construction agency will be able to advice on this matter. Water & waste is done through the floor, all cabling is done from the ceiling. Stands that require water and waste provision need to be positioned over a service duct in the floor.

Exhibitors who use such platforms should bear in mind:

- The platform must allow easy access to those in wheelchairs; part or all of the edges must be sloped for this purpose on each open side of the stand.
- The maximum height allowed, measured from floor level to the top of the platform is 0,14 m without protection by a balustrade of at least 1,1 m in height.
- The platform sides must be closed and neatly finished.
- The platform edges must be safe (secured shape and easily visible).
- Platforms should be placed within the perimeter.
- The platform must allow easy access to service points in case venue technicians require access.

Stand roofing

Stand walls and ceilings shall be made of classified fire-retardant materials, i.e., as good/better than wood. Particle board, non-porous fibreboard, plywood, etc., are acceptable.

Fire-retardant materials must be approved according to one or more of the following classifications: SS 02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1.do.

Approval or certificates must be readily available at the display if it is not clear in any other way that the material in question is safe. Type approval or certificates must be available at the stand, unless it is made clear in some other way that the material can be approved. Cloth ceilings and other decoration must be impregnated against fire.

Access to stand

Exhibitors are obliged to grant official supervisory staff and accredited representatives of the ACC Liverpool access to their stands. Exhibitors, their staff and all visitors to the exhibition must obey the instructions of these officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.

Suspension points

It is forbidden by the organiser to hang or drop anything from the ceiling or walls of the ACC Liverpool.

Storage

There is no storage onsite for exhibitors. If you require storage space for your material, it is recommended that you allocate additional space within your stand.

Air conditioning

Devices with hot air condensation are prohibited inside the halls.

Cleaning & refuse

Refuse collection

During exhibition opening times ECCO will arrange for the general cleaning of the venue and the aisles – that is, daily waste left by delegates. Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during and after the event. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by ECCO or its contractor.

Exhibitors should manage (contract and pay for) their waste removal through ACC Liverpool. To do so, please contact directly Ms Astrid Hoedlmaier at the ACC Liverpool at

Astrid.Hoedlmaier@ACCLiverpool.com

“Wild tipping” or disposing of bulk waste within fairground without payment will be considered a serious violation of these regulations.

IMPORTANT: Unattended rubbish left in aisles during exhibition opening hours will be removed at the exhibitor's expense.

Fire and safety regulations

Any goods on your stand will constitute part of your stand and will be subject to these regulations.

General materials

Stand construction, installation of materials and poster supporting structures should be sufficiently stable to ensure public safety. Exhibit cases and displays should be sanded down/finished to ensure that they will not inflict cuts. Clear glass elements should display warning signs at eye level.

Stand walls

Stand walls shall be made of classified fire-retardant materials, i.e. as good as or better than wood. Particle board, non-porous fibreboard and plywood are acceptable.

Decorative materials

Fire-retardant materials must be approved according to one or more of the following classifications: SS 02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1.do. Approval or certificates must be readily available at the display if it is not clear in any other way that the material in question is safe. Type approval or certificates must be available at the stand, unless it is made clear in some other way that the material can be approved. Cloth ceilings and other décor must be impregnated against fire.

Smoking ban

Smoking is prohibited in all public indoor areas, including privatised areas of exhibit space.

Flammable products

Notification of the handling and installation of flammable products should be given well before the event. This should be sent in writing, quoting the name of the event and stand number to ACC Liverpool via email to Ms Astrid Hoedlmaier at Astrid.Hoedlmaier@ACCLiverpool.com. The storage and use of compressed gas and/or liquid gas in the exhibition halls or on the exhibition grounds is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

Open fire

The use of open fire or unprotected flames is prohibited.

Pyrotechnics

Explosive or pyrotechnical articles must neither be used nor taken onto ACC Liverpool's area, either indoors or outdoors, without written permission from ECCO and the ACC Liverpool.

Hot work

Hot work such as welding, soldering, cutting, and circular-motion grinding, drying, heating or work over naked flame is not allowed within the ACC Liverpool without their special permission.

Emergency exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be kept in full view at all times. Similarly, for fire fighting equipment: fire safety signs and emergency wall phones; no products/company signs, decorations or stand roofs should be placed above an emergency exit or any other existing signs.

Heating/cooking

Stoves, heaters and open fires may not be used for any purpose, including cooking, frying or baking. This also applies to demonstrations.

Goods not allowed

The following goods are not admitted into the ACC Liverpool:

- Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.
- Unauthorised rogue Wi-Fi networks operating in the ACC Liverpool are not permitted. The venue's Wi-Fi system will automatically block all unknown networks. Exhibitors are not allowed to bring their own routers in and create their own wifi networks, this is strongly prohibited.
- ECCO offers free Wi-Fi access to all visitors, suitable for basic web browsing, should you require an internet connection for any product demonstrations on your exhibition stand, we would recommend ordering a wireless or wired connection to guarantee a high quality service inclusive of technical support. Please note all wired & wireless connections are 1 per device. You can make reference to the IT Order form.¹

Combustion engines

Any machine (generating sets, compressors, etc) with an internal combustion engine, whatever the use, is forbidden inside the ACC Liverpool.

Storage of flammable goods

Empty packaging, rubbish, trash, wood, paper, straw, cardboard and other flammable material must not be stored in the halls.

Responsibility and Organiser's security

Exhibitors are fully responsible for all displays and demonstrations they organise.

ECCO undertakes the general surveillance service of the ACC Liverpool, both day and night.

The venue will be locked down each day after the conference and exhibition closes and there is security on site 24/7.

Extra security

For exhibitors requiring specific security guards at their stand, please contact Ms Astrid Hoedlmaier at Astrid.Hoedlmaier@ACCLiverpool.com

Valuable goods

The exhibitor shall be responsible for the surveillance of his/her stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away during the night. ECCO accepts no responsibility for goods stolen from exhibits at any time. Exhibitors should not leave removable/valuable goods unattended on the stand at any time; particular attention should be given to goods awaiting collection from the freight forwarder.

Insurance

While on the premises, exhibition goods and packaging materials shall be insured at the expense and risk of the exhibitor. Exhibitors should therefore contact their own insurance company. Exhibitors will be liable for the safety of participants on and around their stand area. In accepting ECCO terms of sale, the exhibitor undertakes to indemnify ECCO against any and all losses resulting from an unsafe construction, unsafe exhibits, or the actions/inactions of its staff.

ECCO requires all exhibitors to provide adequate insurance cover for public liability protection.

¹ The use of any other Wi-Fi connections other than the in house Wi-Fi is prohibited and may result in being disconnected by ACC Liverpool. The venue ICT team regularly monitor the in house Wi-Fi and will report any external Wi-Fi networks identified.

Catering

The official caterer is Centerplate. All catering offered within exhibit areas should be ordered from Centerplate (see contact section in this manual).

Exhibitors may not sell food or drink for consumption on the premises. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee healthy and balanced catering service to their delegates.

If any exhibitors wish to have food or drinks on their stand, all rules and regulations with regards to food outlined in the e-guide need to be strictly adhered to. Centerplate have got the sole catering right in the venue, so should any exhibitors wish to bring any food or beverages into the venue they also need to, in addition to the above, seek permission from Centerplate first. If permission is given, a facilities fee will be payable.

No alcoholic beverages are allowed on the stands.

Customs, taxes and duties

The exhibitor will pay the various taxes and duties owed resulting from his/her participation in the exhibition.

STAND ACTIVITY AND PROMOTION

Each exhibiting company will be listed in the ESSO 34 - BASO 2014 Programme Book (provided that this information is received before the printing deadlines) with their company name, stand number, contact person and e-mail address, as well as online at: www.ecco-org.eu,

Company profile and logo

Exhibiting companies are offered the possibility to include their corporate profile (max 50 words) and logo in the Programme Book. The corporate logo should be sent both in JPEG (picture file) and EPS (vectorised file) formats, to Emilie Fillod via email at: emilie.fillod@ecco-org.eu.

Deadline to submit the profile and logo insertion is 25 August 2014.

Approval

The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services. The use of photographers, portrait artists or other performers is not allowed without the written permission of ECCO.

Audio and visual activities

The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and/or sound as well as the use of lighting, computer monitors and television screens is acceptable within the stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand area. If ECCO considers that a disturbance is being caused the exhibitor is to halt the activity immediately. If this is not done, ECCO reserves the right to make the necessary arrangements at the expense of the exhibitor. Refusal to lower the sound level or abandon an activity upon request will be considered a violation of these regulations.

Licensing for copyrighted work is the sole responsibility of the exhibitor.

Photography and filming

No part of the ACC Liverpool or of the exhibition may be photographed or filmed without the permission of ECCO or of the exhibitor in question. ECCO is entitled to photograph, draw or film the installations and stands, as well as the exhibits thereon and to use these reproductions in its publications and in the press.

The exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours.

Any industry-sponsored closed circuit television programming in hotels should take place outside official Congress hours and should contain content owned by that organisation. Misuse of content owned by ECCO is likely to result in legal proceedings.

Quizzes and activities with winners

Exhibitors shall refrain from:

- holding lotteries
- organising games of chance
- using “market stall” techniques
- distributing “gimmicks” without scientific or product references
- using performance artists

Only quizzes of a scientific nature can be held at the stand. Such activity must be approved by ECCO. Interactive technology based quizzes may be accepted provided their focus remains scientific based and they have no negative impact on the exhibition area or other rules within this document.

Quizzes times allowed

Quizzes may be operated at any time during exhibition opening hours provided the focus is on the scientific content presented on the exhibit.

Quiz prizes

Participation may be rewarded with a prize. However, the prize should be the same for everybody. “Drawing winners” is not allowed. Maximum purchase value of prizes must not exceed € 10 and all prizes should be declared to ECCO. Certain items such as digital cameras and MP3 players are not considered appropriate – prize approval is at the discretion of ECCO. For more advice on prize approval before placing orders, contact Emilie Fillod via email at emilie.fillod@ecco-org.eu.

Each exhibitor must declare all prizes in advance with a description and price, sending either a digital image to emilie.fillod@ecco-org.eu or a sample by post addressed to Emilie Fillod at the ESSO 34 - BASO 2014 Secretariat, c/o ECCO, Av. Mounier 83, 1200 Brussels, Belgium.

If the purchase value of a prize is questioned by ECCO, each exhibitor is expected to show proof of purchase value – either before or during the Conference. Non-compliance will be considered a violation of these regulations and treating according to the stipulations published in this document.

For scientific information carriers (e.g. slides sets, CD ROMs, USB sticks), where materials are pre-loaded with non-commercial data, the value of prizes may increase. These stand activities should be “low profile” and no blatant publicity should be made. All prizes must be approved by ECCO.

Giveaways

Notwithstanding the legal responsibilities of each exhibitor at his/her own stand, the ESSO 34 - BASO 2014 Organising Committee has accepted the policy that small giveaways are acceptable at the exhibition with a maximum retail value € 10. The distribution of giveaways should be low profile and should in no way overshadow the main activity of the stand. The activity must not disturb neighbouring stands or cause queues outside the stand area.

Giveaway items should:

- Be legal in the Congress hosting nation, in terms of the item itself and the product it advertises.
- Not exceed € 10 – proof of value must be provided during Congress when demanded by ECCO, otherwise this will be considered a violation of these regulations.
- Be safe for the user and not endanger health or reputation of Congress participants or ECCO.

Distribution of giveaways and printed materials

Distribution or display of materials by an exhibitor or its agents is limited to:

- the company's exhibition space only
- the "display area" which will be specially set up for that purpose and marked as such
- industry hospitality suites

In the case of printed material, the intellectual ownership of content should not be a cause for dispute and images should not cause offence. Additionally, any quoted references should be clear and follow internationally accepted principles; scientific claims should be based on accepted evidence. ECCO's decision on such matters will be considered final.

Special effects

"Special effects" lights, laser, need special approval, as per rules and regulations in the e-guide. Playing background music will be subject to the payment of a PRS fee (payable to the performing rights society that collects money for performers and writers.) Please contact ECCO for additional information on this.

Prohibited activities

Exhibitors are not allowed:

- To display or use names or trademarks which may be misleading or cause hindrance to the exhibitors at other stands or to ESSO 34 - BASO 2014 visitors.
- Barring exemption applied for and granted, to sell goods against surrender of the purchased items or to receive money in any way for goods sold or offered for sale or for services rendered.
- To affix sold-tags to goods on display.
- To remove exhibits from the stand, to add exhibits to the stand or to cover (parts of) exhibits on the stand.

Staffing on stands

The space assigned to the exhibitor shall be staffed during the setup, opening and dismantling periods. The exhibitor shall make sure that either he/she or a person authorised by him/her is present at the site at all times. Unattended stands are a security risk to the exhibitor and; during open periods, are discourteous to delegates, fellow exhibitors and ECCO. Such cases will be considered as a violation of regulations.

Promotion rights

The use of any ECCO corporate branding and visuals is strictly forbidden in any advertising, publicity, signage, product, printed matter, film, video, other media, etc. without prior request and subsequent written approval from ECCO.

The exhibitor is entitled to the use of the Congress logo on invitations and promotional documents directly related to his/her participation in the exhibition. The Congress logo can be obtained in electronic format from the organiser. Only the official logo can be used. A print proof is required by the organiser for authorisation before printing. The unauthorised use of the Congress logo is strictly prohibited.

Pharmaceutical product promotion

All companies and associations exhibiting at ESSO 34 – BASO 2014 are advised to consult the guidelines and codes of practice applicable in the United Kingdom (UK). By signing the relevant application form to participate at the ESSO 34 – BASO 2014 Congress, each company or organisation agrees to and confirms that it has reviewed the advice and guidelines which determine the applicable codes of practice in the UK and that it will be adhering to all relevant codes and accepts all liability in all cases of non-compliance with these codes.

These Codes are available online:

- EFPIA: <http://www.efpia.eu/Content/Default.asp?PagID+559&DocID=3483> (click for direct access)
- IFPMA: http://www.ifpma.org/fileadmin/templates/EthicalPromotion/pdfs/IFPMA_Code_2006_Revision_EN.pdf (click for direct access)
- ABPI <http://www.abpi.org.uk/our-work/library/guidelines/Pages/code-2012.aspx>
- Eucomed <http://www.eucomed.be/key-themes/ethics>

In all cases, exhibitors are responsible for ensuring that their promotion during the Congress is legally and ethically acceptable in the UK.

Children

Children under the age of 16 are not permitted in the Congress Centre. Exhibitors and their agents are advised that their staff must be over the age of 16 and legally employed within a European country.

Animals

Animals are not allowed in the exhibition and should not be used on exhibits. Trained guide dogs for those with visual impairments are permitted but please advise a member of ECCO Staff on entry to the Congress Centre.

DISPLAY AREA

During ESSO 34 - BASO 2014, a display material area will be made available. Exhibitors and Satellite Symposium Organisers are welcome to place relevant brochures, leaflets, flyers, etc. in the display area, which will be located in the exhibition area.

EXHIBITION TIMETABLE

Tuesday 28 October 2014

08:00 - 20:00 Hall access for build-up
Vehicle access to exhibition grounds (for schedule of access, please contact Kristal (rita.breunig@kristal-logistics.com) / +32 (0)2 753 07 30)

All construction must be completed by 20:00; goods must be removed from aisles

Wednesday 29 October 2014

08:00 - 12:00 Stand decoration only, to be completed by 12:00

Incomplete stands or no-shows by 12:00 will be walled off and goods removed into storage, at exhibitor cost. Acceptance of this condition is a term of exhibition space rental.

Empties have to be removed from the aisles on 28 October at 21:00 at the latest.

<u>Wednesday 29 October 2014</u>	
12:30 – 20:00	Exhibition open
<u>Thursday 30 October 2014</u>	
10:30 - 16:30	Exhibition open
<u>Friday 31 October 2014</u>	
10:30 - 14:30	Exhibition open

14:30 - 15:00 Removal of valuables and delivery of empty packages cases to the stand (if booked)

15:00 – 21:00 Dismantling – Access to exhibition grounds for all stands



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ACCESS TO EXHIBITION HALL

Stand personnel wearing an exhibitor badge may enter the exhibition hall before the opening of the exhibition.

Exhibitor badges

Exhibitor registration is reserved for staff working directly in the organisation and management of exhibits, satellite symposia and sponsored activities. Individuals wishing to visit the exhibition should purchase a delegate registration (full or day access). The practice of selling or promoting a product or service outside of a registered exhibit area is strictly forbidden.

Exhibitor registration

Exhibitors must wear their official ESSO 34 – BASO 2014 badges clearly visible at all times when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges is not sufficient and will be considered as a violation of the guidelines. Exhibitor badges are for exhibiting company employees and agents of such companies only.

Validity

Exhibitor badges will allow access to exhibition hall only.

When companies apply for badges it is understood that they will only provide them to company employees only. Proof of affiliation can be requested.

During **opening days**, stand personnel may enter the exhibition grounds 2 hours before the opening of the exhibition and remain on the stand 1 hour after the closing of the exhibition.

Delegates will not be allowed in the exhibition area beyond official exhibition opening times. However, we strongly urge you to secure your stand against theft or damage when stand is not manned. ECCO also recommends exhibitors to arrange adequate insurance cover. Neither ECCO nor the ACC Liverpool will be liable for any losses, unless where a negligent act or omission on the part of either body or its staff is established.

Exhibitor badges with company name and/or individual name

Only exhibiting companies can have Exhibitor badges. It is essential that the company name is the same as is provided for the Exhibitor listing. Exhibitors are entitled to a certain number of these badges for free if ordered within the given deadlines. The number of free badges for each exhibitor will be determined according to the floor space allocated.

You may choose how your badges are inscribed: either company name only, or individual name and company name. Simply indicate your preference when completing the Badge form, e.g. the number of “company name” only badges and the number of “Individual name” badges you wish to receive.

[Deadline to order free exhibitor badges is 29 September 2014.](#)

Exhibitor badge allocation

Stand size between	Free exhibitor badges	Stand size between	Free exhibitor badges
6 - 9sqm	2	16 - 21sqm	4
10 - 15sqm	3	22 sqm and above	5

Additional exhibitor badges

If the number of free exhibitor badges is insufficient, extra badges may be purchased. All exhibitor badges must be ordered using the Badge form to be found further in this manual.

Deadline to order extra exhibitor badges is 29 September 2014.

Extra exhibitor badges ordered by 29 September: € 50 excl. VAT per badge

Payment can only be made by credit card

Exhibitor badges ordered on site must be paid for directly on collection at the Exhibitor registration desk by cash or credit card (Visa, MasterCard and Amex).

Lost badges will not be replaced. In this case, a new exhibitor badge may be ordered. Unused badges will not be credited, regardless of circumstances.

Access to exhibition when closed to full fee paying delegates

Exhibition opens as follows:

Wednesday 29 October 2014	12:30 – 20:00
Thursday 30 October 2014	10:30 – 16:30
Friday 31 October 2014	10:30 – 14:30

During that period, each delegate wearing a conference badge will be allowed in. Every day, there is a closed period reserved for exhibitors only: during those hours only individuals wearing an exhibitor badge will be granted access to the exhibition grounds.

Closed periods:

Wednesday 29 October 2014	10:30 - 12:30
Thursday 30 October 2014	08:30 - 10:30 & 16:30 - 17:30
Friday 31 October 2014	08:30 - 10:30

Since many companies wish to organise various meetings, briefings, walk-through during those close periods, a specific procedure will be established to allow exhibitors' guests in (provided they are duly registered and wear the regular conference badge) without jeopardising the overall security of the exhibition area. Specific stickers will be available at the Exhibitor Registration Desk, located in the registration area in the main entrance hall. Those stickers can be requested to validate regular conference badges for exhibit access during a closed period.

IMPORTANT: for obvious security reasons, those stickers will be distributed to or in presence of an exhibitor only. It means that delegates presenting themselves to require a sticker for exhibit access during closed times will NOT receive it without the presence of a representative of the exhibiting company that has invited him to the stand.

Hostess badges

It is possible to hire hostesses for service on the stands via the ACC Guest Relations team. The email address to contact them is: guestrelations@accliverpool.com. We strongly encourage all exhibiting companies to contact them for hostess services on their stands. Hostesses hired through this channel do not need to wear an exhibitor badge. Hostesses hired through a different agency have to wear a valid exhibitor badge, which has to be ordered by the exhibiting company by the communicated deadline.

Exhibitor badges collection

All exhibitor badges should be collected at the Exhibitor registration desk by the official contact person. They are not sent in advance of the Congress.

Exhibitor registration desk

An exhibitor registration desk will be available in the general registration area (ground floor.) This exhibitor registration desk will allow you to collect exhibitor badges.

Opening times

Wednesday 29 October	07:00 - 20:30	Friday 31 October	07:00 - 16:00
Thursday 30 October	07:00 - 19:15		

Exhibitor service desk

A separate exhibitor service desk will be available within the exhibition grounds during the whole duration of the conference (incl. build-up and dismantling times).

This exhibitor service desk will allow you to order additional facilities and various exhibition services with the ACC Liverpool and Joe Manby Ltd (see further in this manual)

Working passes

In the interest of safety only those individuals directly responsible for the construction and dismantling of exhibits will be permitted in the exhibition areas during the setup and dismantling periods.

To this end, working passes will be given out by the official logistics partner at the freight entrance during setup and dismantling phases. Working passes are valid during the build-up period from Tuesday 28 October 08:00 until Wednesday 19 March 12:00 and during the dismantling period from Friday 31 October 14:30 -21:00. Working passes should be ordered in advance, the **deadline being 17 October 2014**. Please send the list with all names and company name to Emilie Fillod (emilie.fillod@ecco-org.eu)

All individuals working on the construction and dismantling of exhibits will receive their working passes upon arrival at the checkpoint at the loading bay, or at the Exhibitor Service Desk located within the exhibition hall.

Individuals without badges will not be allowed into the exhibition halls. It is the responsibility of the exhibitor to ensure that all staff, visitors, stand personnel, etc. are fully briefed about this restriction. No exceptions will be made and ECCO will not be held responsible for any loss suffered by the exhibitor as a result of such an oversight.

Registered exhibitors may access the exhibition halls during set-up and dismantling times with a valid working pass, as exhibitor badges will not be distributed before Wednesday 29 October at 7.00 (in the registration area.)

Under no circumstances can individuals carrying working passes access the exhibition grounds from Wednesday 29 October 12:30 to Friday 31 October 14:30.

Individuals involved with stand build-up and dismantling who need access to the exhibition grounds between Wednesday 29 October 12:30 and Friday 31 October 14:30 have to wear a valid exhibitor badge.

FREE CONGRESS MATERIAL

Each exhibiting company is entitled to free ESSO 34 - BASO 2014 delegate bags including all conference material. The number assigned is based on the exhibition ground rented.

The ratio is set out below:

Stand size between	Bag(s)
6 – 9 sqm	1
10 – 18 sqm	2
19 sqm and over	3

A Congress bag includes a Programme book, a Proceedings Book, commercial inserts, the ESSO-36 First Announcement, a city map and destination-related material.

Each exhibiting company will receive vouchers for the number of allocated conference bags. These can be collected from the Bag distribution centre, located next to the registration area.

Exhibitor badges order form

Please complete and return to the ESSO 34 - BASO 2014 Secretariat at ECCO
E-mail : riitta.kettunen@ecco-org.eu

We would like to order the following exhibitor badges at ESSO 34 - BASO 2014

- Exhibitor badges "Company name" only
- Exhibitor badges "Company name & Individual name" *
- Extra exhibitor badges (each at 50 EUR + 20% VAT)

*Upon receipt of your completed exhibitor badge order form, you'll receive a personalised Excel-File to complete with your exhibitors' names (not applicable for 'company name' only badges), company and profiling information. The deadline to return the completed file is 29 September 2014, via email to: riitta.kettunen@ecco-org.eu

Exhibiting company:

Invoicing Data:

Company/Organisation VAT number

Contact Person.....

Full address.....

Email.....

We agree to pay the additional exhibitor badges ordered beyond the free exhibitor badge allocation communicated in the Exhibitor Manual

Please note that the full exhibitor badges' order needs to be paid before the badges will be handed over.

Payments can only be made by credit card

☐ VISA ☐ American Express ☐ MasterCard

Card number Cardholder's name

Expiry date CVC

We accept the regulations as stipulated in the Exhibitor Manual and agree to observe and abide by them.

Signature Date

This application is legally binding on the company pending its acceptance in writing by the organiser.

DISPLAY AREA

Display Material Order Form

Please read this form carefully and return it completed to:

ESSO 34 - BASO 2014 Congress Secretariat
c/o ECCO – the European CanCer Organisation
FAO Emilie Fillod
Avenue E. Mounier 83 B-1200 Brussels
Fax: +32 (0) 2 775 02 00
E-mail: emilie.fillod@ecco-org.eu

At ESSO 34 - BASO 2014, the procedure for displaying material onsite is as follows:

Max. 3 different titles (brochures, leaflets, etc...) can be sent to the ESSO 34 - BASO 2014 Congress

- ☐ Per title, max. 1.000 copies will be displayed. Copies in excess sent to the Congress can NOT be recuperated from the organiser. Any remaining brochures after the conference will NOT be returned
- ☐ All material should be sent to the address mentioned by the organiser
- ☐ ONLY material carrying the correct transport label, duly completed, will be accepted by the organiser
- ☐ Display of material is free when organised onsite by the company/ institute sending the material to the Congress - the member of staff to be contacted onsite is Emilie Fillod
- ☐ Companies can request the display of their material to be organised onsite by the congress staff. In this case, a handling fee of 100 EUR excluding VAT per title (max. 1000 copies/ title) will be charged. Payment is only possible by credit card, before the first day of the Congress.

DEADLINE for receiving display material at the warehouse in Brussels is **06 October 2014**

Display material order form

Please complete and return to the Congress Secretariat at ECCO
Avenue E. Mounier 83, B-1200 Brussels,
E-mail : emilie.fillod@ecco-org.eu
Fax: +32 (0) 2 775 02 00

We would like to order the following opportunity at ESSO 34 - BASO 2014

Order deadline: 15 September 2014

We will send 1/ 2/ 3 title(s) (max. 1.000 copies/ title) (circle what is applicable)

☐ We will take care of the organisation onsite of our display material at the Congress

☐ We will ask congress staff to take care of the organisation onsite of our display material

Company/Organisation.....

VAT number

Full address.....

Telephone.....

Fax

Contact person / Email.....

Payments can only be made by credit card (if you require the Congress staff to organise the display of your material on site)

Amount: _____ title(s) x 100.00 EUR = _____ EUR (total excluding 20% VAT)

☐ VISA ☐ American Express ☐ MasterCard

Card number _ _ _ _ _

Cardholder's name

Expiry date __ / __

Control code (3 or 4 digits at the back of the card) _ _ _ _

We accept the regulations as stipulated in the Exhibitor Manual and agree to observe and abide by them.

Signature Date

This application is legally binding on the company

External Activities: Guidelines

The following guidelines and policies are applied during the ESSO 34 - BASO 2014 Congress.

Unofficial Satellite Symposia

Companies are not allowed to organise unofficial Satellite Symposia or similar corporate-organised events that are open to general Congress participants to attend, either on or off site. Unofficial Satellite Symposia or corporate events may not take place during the period extending from the start of the first session (08.00) as of Wednesday 29 October 2014 until and including the end of the last official General Assembly (19:15) and on Friday 31 October 2014 until 16:00.

Social Events

Companies and organisations are welcome to organise social networking events such as dinners and receptions during the framework of the Congress but these social gatherings may not be organised in parallel with any of the scientific Congress sessions.

Closed Meetings

Limited meeting space is available at the Congress centre to organise smaller closed meetings such as (advisory) board meetings, investigator meetings, etc. Small meetings may take place in parallel with official conference sessions provided they do not convene large groups of people and are limited in time (no full day meetings are allowed). The guiding principle of this policy is to avoid attendees missing conference scientific sessions. These meetings may only be attended by invited participants and may not be open to the general conference participants.

Meeting rooms (where available) can be booked through the ESSO 34 - BASO 2014 Secretariat – see section 'Meeting Rooms' further in this manual. Additional meeting space in surrounding hotels may be booked through the local housing agent.

Third Party Press Events

Companies wishing to organise a Press Conference during the Congress should send a request in writing. It is not permitted to schedule press events, either on or off site, to coincide with Congress Sessions. The Press Conference must pertain to presentations being made at the main Congress in oral or poster sessions and not at Satellite Symposia alone.

The programme for any third party press Conference should be submitted and approved by the ESSO 34 - BASO 2014 Press Consultants before any invitations are sent out.

For more information, please contact Emilie Fillod at emilie.fillod@ecco-org.eu

SATELLITE SYMPOSIA

Permission

In order to obtain permission to hold a Satellite Symposium, an exhibition stand of minimum 9 sqm is required. **Cancelling your exhibition space will automatically result in losing your satellite symposium slot.**

The Satellite Symposium package includes:

- Rental of the room and standard setup (theatre style, stage, lectern and speaker table)
- Amplification
- Data projection
- Technician
- Publication of the satellite symposium on the Congress website and in the Congress programme book (if received before the deadline)
- Use of the speaker preview room
- Use of Congress logo on invitations and promotional documents
- One-time email blast of satellite symposium information carried out by the Congress Secretariat, sent to all registered delegates, **on 15 October 2014** (provided that the programme is received by 15 September at the latest)

Session Room viewing and rehearsals

A viewing of the room before the symposium (15 minutes just to have a look at the room) is included in the satellite symposium package at prescheduled timings.

Testing of AV equipment and session rehearsals cannot be done during a viewing slot. For this purpose, Satellite Symposium organiser should book a rehearsal slot of one hour at a fee of €1.000, for exclusive access to the room and support of the AV technician in the room. Please contact Emilie Fillod for availabilities at Emilie.fillod@ecco-org.eu

Programme: requirements and approval

- In order to avoid overlap with the official scientific programme and to ensure the scientific quality and scope, all Satellite Symposia programmes need to be submitted for review and approval by the Congress Scientific Committee
- Companies are strongly encouraged to establish a multidisciplinary programme in line with the general concept of the Congress scientific programme
- Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the ESSO 34 - BASO 2014 Scientific Committee
- The ESSO 34 - BASO 2014 Scientific Committee makes the final decision on whether a programme outline is accepted or rejected and is not held to justify its decision. No appeal is possible.

Speakers

- It is up to the Satellite Symposia organisers to arrange accommodation and travel for their speakers. Speakers receiving commercial sponsorship should not receive complimentary accommodation nor travel offered by ESSO 34 - BASO 2014.
- Satellite Symposia speakers will not receive complimentary full congress registration.

The final programmes are published in the conference Programme Book (if received by 25 August 2014) and on the conference website.
Abstracts related to Satellite Symposia are not published in the official Congress Abstract book (see further in this manual for print of abstracts).

Promotional opportunities pre-conference

The sponsoring company will ensure that all publications referring to Satellite Symposia mention: 'Official ESSO 34 - BASO 2014 sponsored Satellite Symposium' to avoid any confusion with the official scientific programme.

Use of conference logo

- An electronic file of the Congress logo (saved as EPS format) can be obtained from the ESSO 34 - BASO 2014 Secretariat (emilie.fillod@ecco-org.eu) together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements.
- Before reproducing the Congress logo, a print proof must be sent to the ESSO 34 - BASO 2014 Secretariat for approval.
- The unauthorised use of the Congress logo is strictly prohibited. It is not allowed to use the Congress logo on actual PPT presentations of satellite symposia speakers.

Satellite Symposium Mailing

A one-time email blast will be sent, on **15 October 2014**, to all ESSO 34 - BASO 2014 registered delegates promoting all satellite symposia.

Content for this e-blast has to be submitted by 15 September 2014.

The content of the mailing should be sent as a text file (not html) to Emilie Fillod: emilie.fillod@ecco-org.eu, respecting the following specifications:

- Promotion text of max 100 words
- Incl. maximum one link to website relevant to satellite symposium programme. Note the link may not direct to drug promotion.
- Including maximum one image of max 641 pixel width and 200 pixel high

Failure to submit content at the given deadline or according to the given specs will mean no mailing will be sent out on behalf of the Satellite Symposium organiser. Repeat e-blasts will not be allowed.

The list of recipients of the email blast (all ESSO 34 - BASO 2014 registered delegates) is put together using contact information as provided by the participant or the group registration contact person on the registration form. It follows that the quality of the delegates' contact details, provided mainly through group bookings, will ultimately define the value of the e-blast.

Satellite Symposium organisers will **not** receive a separate mailing list with contact details of registrants.

Satellite Symposium inserts into the conference bags are **not** permitted.

Satellite Symposium programme on ESSO 34 - BASO 2014 website

The link used in the promotion text for the Satellite Symposium mailing will also be included on the ESSO 34 - BASO 2014 Congress website.

Promotional opportunities at the Congress Venue

- **One poster board** will be made available **in the Registration area (entrance hall)** to be used for displaying one poster announcing the Satellite Symposium, on the day the Satellite Symposium is held. Your poster dimensions should be maximum **237 cm high x 94 cm wide**, posters can be affixed using Velcro. It is mandatory to produce a poster to be placed on the board. Location will not allow self-standing banners. The affixing material will be provided free of charge onsite.

- **One poster board** will also be made available immediately **outside the hall** during the hour preceding the satellite symposium, to be removed immediately after the end of the Satellite Symposium. Your poster dimensions should be maximum **237 cm high x 94 cm wide**, posters can be affixed using Velcro. It is authorised to bring a self-standing banner instead of producing a poster to fix on the structure, as long as the dimensions do not exceed those of the poster board.

For the 2 poster boards, companies are requested to place their posters themselves, only on the day of the Symposium.

Signposting at the Congress venue other than described above is strictly forbidden. Failure to observe this procedure shall render the company liable to a fee of up to 25% of the total rental cost.

Hostesses

1 - Flyer Hostesses

Symposium organisers are allowed to have a limited number of hostesses distributing flyers announcing the Satellite Symposium on the ground floor of ACC Liverpool (Registration area only) only on the day the Satellite Symposium is being held. No other 'flying' activity is allowed. Hostesses not included in the Satellite Symposium rate.

2 - Guiding hostesses

A limited number of guiding hostesses (directing people to a specific room) are allowed in the Congress centre as long as they do not distribute anything, as **of 1 hour prior to the official start of the Satellite Symposium only**. Hostesses not included in the Satellite Symposium rate.

The total number (flying + guiding) of hostess per Satellite Symposium is limited to 4 hostesses per Symposium.

3 - Hostess badges

It is possible to hire hostesses for service on the stands via the ACC Guest Relations team. The email address to contact them is: questrelations@accliverpool.com. We strongly encourage Symposium organisers to contact them. Hostesses hired through this channel do not need to wear a Satellite Symposium badge. Hostesses hired through a different agency have to wear a valid "Satellite Symposium Only" badge, which has to be ordered by the organising company by the communicated deadline.

Other means of promotion

Promotion other than listed in this Exhibitor Manual is strongly discouraged and any initiative or proposal is subject to the approval of the organiser. Proposals should be sent to the ESSO 34 - BASO 2014 Secretariat. Violation of the regulation may result in expulsion without any indemnity.

Promotion at conference hotels

Provided authorisation is granted by the appropriate hotel management, leaflets can be placed at the check-in or a poster can be put up in the lobby of the hotels. No other means of promotion is allowed in the hotels. Advertising on hotel key cards/door drops is not allowed.

Giveaways

Gadgets that are distributed to participants should be professional in nature and should not exceed a maximum value of 10 EUR per item. Sharp, pointy or dangerous objects are not allowed. The organiser reserves the right to request invoices of the gadgets at any time.

Access: set up and badging

- Companies will have access to the hall where the Satellite Symposium is held 1 hour before the assigned starting time **if the scientific programme allows**.
- Companies must adhere to the indicated start and end times of the reserved time slot.
- Extensions beyond the assigned timings are not allowed under any circumstances.
- All persons involved in the operations of the Satellite Symposium (staff, technical crew, speakers...) and everyone attending the Satellite Symposium must have a valid access pass.
- The Satellite Symposium must be open to all registered participants. All attendees to the satellite symposia will be required to wear a badge.

Dismantling

- The hall should be completely vacated immediately after the end of the Satellite Symposium. Companies are responsible for removing all materials, waste, etc from the room.
- **IMPORTANT:** Symposium organisers should refrain from leaving unused invitations at the conference venue. In the instance of non-adherence to this rule, any additional cost will be charged for removal.
- Installations or alterations to the rooms can only be made with the explicit approval from the ESSO 34 - BASO 2014 Secretariat.

AV Support and Technical equipment

Lecture hall floor plans and detailed listing of technical equipment included in each lecture hall should be requested, by each Satellite Symposium organiser, to Emilie.fillod@ecco-org.eu

Orders and various AV arrangements will be coordinated by the ACC Liverpool AV staff.

Catering

Given the timing of the Satellite Symposia, organisers are encouraged to consider ordering catering/lunches for their delegates.

- Receptions can only be organised with the ESSO 34 - BASO 2014 official caterer Centerplate.
- Receptions cannot be organised during a session of the official Congress Scientific Programme. Companies that wish to organise a reception should first contact Emilie Fillod, emilie.fillod@ecco-org.eu, Tel: +32 (0)2 775 02 47, to determine space availability.
- Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.
- Reception space must be open to all registered participants
- Drinks and food can only be served inside the room (it will impact the total room capacity)
- It is not allowed to serve alcohol during satellite symposium receptions.
- The catering order forms can be found further in the manual.

All questions related to catering can be directed to Centerplate c/o Amy Theaker
atheaker@Centerplate.co.uk

Please copy Emilie Fillod at the ESSO 34 - BASO 2014 Secretariat (emilie.fillod@ecco-org.eu) in your request.

PROCEDURE FOR SATELLITE SYMPOSIUM BADGES

Please find below the 2 different types of badges that are available for Satellite Symposia organisers, and what they entitle you to.

1. Full day access badge (reserved for staff only)
 - A maximum of 5 complimentary badges are available for each Satellite Symposium booked. It will be possible to order additional ones at a cost of 50 € + 20% VAT each. (Booking form available upon request)
 - This type of badge grants access to the Congress centre as of 07:00 on the day of the Satellite Symposium, and to the room where the Satellite Symposium is being held 1h prior to the start of the Satellite Symposium if the scientific programme allows. It also grants access to the Speaker Preview Room.
 - A complete list of names must be emailed to Riitta.kettunen@ecco-org.eu at the latest on **29 September 2014**.
 - These badges can be picked up at 7:00 on the day of the Satellite Symposium at the Satellite Symposium registration desk

2. Access 1h prior to the slot (for technical crew, faculty & visitors)
 - These badges only give access to the room where the Satellite Symposium is being held.
 - They can be picked up 1 hour prior to the start of the Satellite Symposium at the Satellite Symposium registration desk.
 - They have to be returned to the registration area at the end of the Satellite Symposium
 - It is not necessary to send a list of names.

IMPORTANT: persons not mentioned on the 'full day access' list of names received for each Satellite Symposium will NOT receive a Satellite Symposium badge until 1 hour prior to the start of the Satellite Symposium.

Deadline to send the complete list of names is 29 September.

Free Congress material

Each company organising a Satellite Symposium is entitled to free Congress bags including all Congress material. The number is based on the seating capacity of the reserved room. The ratio is set out below:

<i>Seating capacity</i>	<i>Bags</i>
280 pax	2
235 pax	3

Each company will receive vouchers for the number of allocated conference bags. These can be collected from the Bag distribution centre, located next to the registration area.

Speaker Preview Room

Satellite Symposium organisers will have access to the ESSO 34 - BASO 2014 Speaker Preview Room to upload presentations for their symposium. However it is also possible for organisers to bring their own (Windows) laptop with all presentations and connect to the network in the room without using the Speaker Preview Room.

The Speaker Preview Room is open to all ESSO 34 - BASO 2014 speakers and is therefore not suitable for private meetings to discuss or go through presentations.

The Speaker Preview Room will manage all projections and will stream the presentations to the assigned halls automatically. This method guarantees an easier management, a higher quality of projection and a quicker and smoother running of the presentations.

PowerPoint presentations on USB memory stick (preferred medium) or CD Rom must be delivered at the Speaker Preview Room at least two hours before the beginning of the session.

In the Speaker Preview Room, a technician helps the speaker to transfer his or her presentation into the central Congress network. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied. Desktop computers will be available at the speaker's secretariat for last minute changes and reviewing your presentation.

In each session room, a technical assistant starts each presentation at the right time using the computer connected to the central Congress network. When the presentation is launched, the speaker has control and can navigate with a remote device.

No more modifications can be made inside the session rooms where the session takes place

Opening times Speaker Preview Room

Wednesday 29 October	07:00 – 18:00
Thursday 30 October	07:00 – 18:00
Friday 31 October	07:00 – 16:00

Speaker Guidelines

Language

Presentations as well as all audio-visual material should be presented in English (slides, DVDs ...).

Presentations

All presentations are held in Microsoft PowerPoint on a PC running Windows.

If you are using other software than Microsoft PowerPoint on a PC running Windows (example : OpenOffice, PowerPoint for Mac, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs before you travel to the Conference (preferably by trying the converted presentation on a Windows PC).

Presentations in Acrobat PDF format or Word format are not accepted.

Technical instructions

During the Conference, presentations will run on PowerPoint 2010 with a projector resolution of 1024 x 768 pixels in 4:3 ratio (not 16:9).

Your presentation should be prepared in PowerPoint 2003, 2007 or 2010.

Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24)

Use high-contrast colours: light text on dark background or vice versa

A maximum of 7 lines / slide and 5 words / line will improve the communication value of your slide.

Suggestions to improve a PowerPoint presentation

- In general: the smaller your PowerPoint presentation (in size) the easier to handle it.
- Any movie/image file must be in the same folder of the Power Point presentation and must be copied in the folder before being included in the presentation¹. Alternatively use "Pack and go" or "Package to CD/DVD/USB" in PowerPoint 2003 and 2007. For ease of possible assistance if there is a problem with your movies (not playing on standard machines because codecs under which the movie was recorded are unknown and uninstalled on standard machines) we recommend not to use the new feature in PowerPoint 2010 to EMBED the movies inside your presentation.² We advise to LINK to the movie file.
- We suggest putting maximum one movie per slide.
- The following media are recommended to facilitate the presentation download at the Slide Centre: USB memory sticks (preferred medium), CD-ROMs and DVD. It is also possible to download the presentation from a personal laptop at the Slide Centre, provided that the speaker stops at the Slide Centre at least two hours before the beginning of the session.
- Only single projection is available in the Conference rooms, as the Organizer does not foresee the double projection.

Transitions:

Please don't use timer controlled transitions. Timer controlled transitions are transitions that will switch to the next slide after x seconds or minutes. This will interfere with our cue light system and confuse you during your talk.

Pictures:

Do NOT save the picture as BMP or TIFF (size is too big). Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions - recognizable by Power Point - will be accepted all the same).

Save the pictures used in your presentation on your CD, DVD or USB-stick (In case of problems we can re-insert the original).

Video:

Movies must not exceed 50 MB each (50 mb is not necessary the limit, we can handle larger movies without any problems but the video may not show up smoothly). Always bring your movies on DVD or other support, and inform the technicians at the Slide Centre the day before the presentation.

MPG (MPEG), WMV or AVI are the only acceptable video formats

When using videos in (Apple) QuickTime: convert them to MPG or AVI before inserting the video in your presentation. QuickTime (MOV, MP4) cannot be played in PowerPoint and thus are not accepted. Save the videos used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original).

¹ Example: create the folder "PRESENTATION" and copy the necessary files for the presentation in it; then create the Power Point presentation including the films that were in the "presentation" folder. Finally save everything in the "presentation" folder.

² To avoid it, follow this procedure: Select the slide where you wish to insert the film, then the "Films and sounds..." item in the "insert" menu. Now click on "Film from file...". Select the desired film and press the button "OK". To the question "do you want to reproduce the film during the presentation automatically?" answer "YES".

HTML:

If you use hyperlinks to websites in your presentations, please download the website to your USB-stick CD or DVD. Try to avoid many different folders on the medium.

Graphics:

Save the graphics or spreadsheets (Excel) used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original graphics or spreadsheets).

Fonts:

Try to avoid use of non-Standard Windows fonts. If you are using specific, non-Standard Windows fonts (or if you are using Apple fonts not known on Standard Windows) then: include the fonts you have used on your USB-stick CD or DVD.

Apple:

Please give your filename an extension ".PPT".

Check your presentation on a Windows (preferably Win7 with PowerPoint 2010) machine before you bring it to the conference. This will avoid a lot of stress at the conference: you will not have to fix things that are not working after the conversion from Apple to Windows at the conference

Always try the medium with your presentation on another PC before bringing it to the conference. And as always make an extra copy of your USB or CD/DVD.

Finally save everything in the "presentation" folder.

Meeting Room Rental – Conditions and Regulations

Limited meeting space is available at the Congress Centre to organise small closed and internal meetings. Meeting rooms are reserved for exhibiting companies only. They can be reserved only via ECCO, the ESSO 34 - BASO 2014 Congress Secretariat, and can be assigned for half a day (max. 5 hours) or a full day (as of 5 hours). A number of rooms are also available for the duration of the conference (3 days).

Meeting rooms are accessible during the following days and times (subject to availability):

Wednesday 29 October	08:00 – 20:00
Thursday 30 October	08:00 – 19:15
Friday 31 October	08:00 – 16:00

Setup and included services

The rental of a meeting room includes the room and standard setup in boardroom style. Changes in the setup are permitted if time allows, and will be invoiced to the meeting organiser.

The technical equipment of the room is available upon request at the time of the booking. Other services are to be ordered separately with the ACC Liverpool suppliers.

Purpose of meeting rooms

Meeting rooms are solely to be used for closed meetings. Meeting rooms may not be used to exhibit company products or to organise public activities such as satellite symposia, educational and Meet-the-Expert sessions or press conferences.

ECCO staff reserves the right to check on the use of the meeting rooms at any time. If a misuse for any of the above described purposes is identified, the organiser reserves the right to close down the room with immediate effect.

Reservation

ECCO will only be responsible for booking the meeting room including furniture and standard AV package as described above in the conference centre. Each company, thereafter, is responsible for organising in accordance with the ACC Liverpool or other suppliers its individual needs such as catering services or AV services. Contact information will be provided upon confirmation of the meeting room booking.

Meeting rooms are assigned on a first-come, first-served basis, while space is available. The minimum duration of rental is half a day (up to 5 hours); the maximum covers the entire duration of the Congress.

Late bookings

Late meeting room bookings, received after **13 October 2014**, will automatically incur a supplementary charge of 15% of the room rental.

Confirmation

Requests for reservation of meeting rooms are only valid if made in writing to the organiser, by returning a completed and signed meeting room booking form (enclosed in this document). Once the signed booking form has been accepted and written confirmation was given by the organiser, it becomes legally binding for the company.

Payment Conditions & Cancellation

Once confirmation is sent, the organiser will invoice the company. Full payment (100% of the rental rate) must be made within the given time or the meeting room will be released. Cancellation of a meeting room once the booking form has been received by the ESSO 34 - BASO 2014 Congress Secretariat (**even if not invoiced**) will incur a 100% cancellation fee.

Access

All persons requesting access to the meeting room must be registered to the conference and be in the possession of a valid conference badge. Persons without such a badge will not be allowed to enter the room.

Damages, breakages, theft

The customer is responsible for any damage, breakage or theft caused by himself or by one of his participant or guest. The customer undertakes to refund any damage to the conference centre.

Promotion

The only signing option that is allowed is by using the A4 door sign holder for which ECCO will print an A4 paper portrait sign. No other signage or promotion can be made within the building. Please indicate the exact title of your meeting on the booking form.

Meeting Room – Booking Form

Please complete and return to the ESSO 34 - BASO 2014 Congress Secretariat at ECCO
E-mail: emilie.fillod@ecco-org.eu, Fax: +32 (0) 2 775 02 00

We would like to request a meeting room, based on the following specifications:

Date of rental	
Timing of rental	
Name of the meeting (will be used for room signage)	
Purpose of the meeting (eg board meeting, slide preview room, investigator meeting, etc)	

Please indicate the room and rate of your choice:

Capacity * (boardroom set-up)	Rental rate Half Day	Rental rate Full Day	Rental rate 3 days
6 pax	<input type="checkbox"/> 200 €	<input type="checkbox"/> 300 €	<input type="checkbox"/> 750 €
12 pax	<input type="checkbox"/> 500 €	<input type="checkbox"/> 650 €	<input type="checkbox"/> 1.800 €
20 pax	<input type="checkbox"/> 1.000 €	<input type="checkbox"/> 1.300 €	<input type="checkbox"/> 3.600 €

* with enough catering space for coffee breaks

*Any late bookings received after **13 October 2014** will incur a supplementary charge of 15% of the room rental.*

Details of the meeting room booker:

Company/Organisation _____ VAT number _____

Contact Person _____

Full address _____

Telephone _____

Email _____

In signing the booking form, companies/organisations declare their acceptance of the regulations and conditions. Upon reservation, the Congress Secretariat will charge the credit card submitted. A booking will only be confirmed if payment is received.

Credit card information

Please note that payment by invoice is **not** accepted.

VISA ☐ American Express ☐ MasterCard

Card number Cardholder's name

Expiry date Control code (3-digit)

We accept the regulations as stipulated in this document and agree to observe and abide by them¹.

Signature Date

¹ This application is legally binding on the company pending its acceptance in writing by the organiser.

Exhibition Services - Joe Manby Ltd

Procedures and Conditions

Please visit the online shop to select the products you need and read the terms and conditions
<http://www.joemanby.co.uk/content/online-shop.aspx>

You will be able to create an account and pay directly by credit card on this secured website.

To avoid surcharges for short-term orders (10% to 50%) we kindly ask to pay attention to the
[application deadlines mentioned on the order forms](#).

Exhibition Services – ACC Liverpool

Please find, in the following pages, the order forms for:

- Exhibitors' stands AV and IT
- Exhibitors' stands electric supplies
- Exhibitors' stands waste removal

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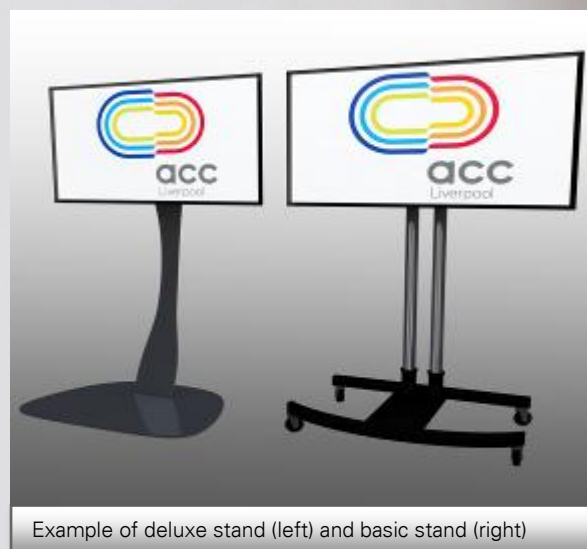
Exhibition AV

At ACC Liverpool we can cater for all your exhibition needs, from a simple LCD screen to a multi-panel Video wall. We really do have everything you need!

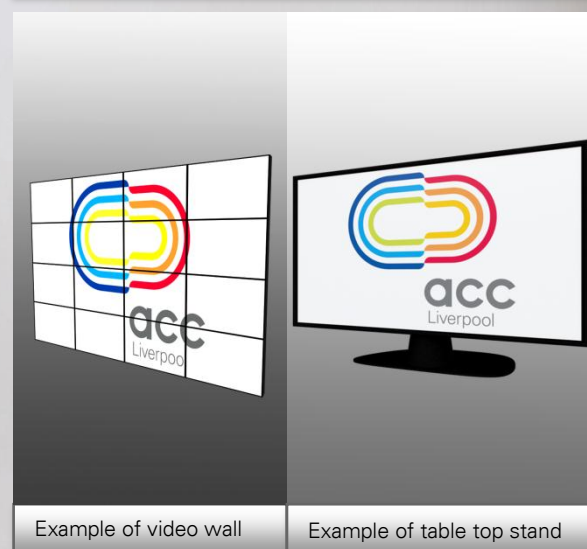
On our order form we have the most frequently ordered items, but if you require something a little more bespoke, then please contact us and we would be happy to send over a quote.

We have a number of payment options available to suit your needs, from credit cards to invoices. Please let us know your requirements.

We will deliver the items to your stand at a convenient time for you, and our onsite technicians will be happy to help you if you need any assistance during your hire. So if there is anything you need please do not hesitate to contact us.



Example of deluxe stand (left) and basic stand (right)



Example of video wall

Example of table top stand

Terms & Conditions

All prices are subject to VAT, for any screen that is attached to a wall. The wall bracket, must be attached by the stand contractor, who must guarantee that the wall is suitable for holding the screen and must supply all necessary fixings to attach the wall bracket. Any damage to the screen will be charged for.



Exhibition AV Order Form

Event Title: _____

Event Dates: _____

Stand Name & Number: _____

Contact Name , Number & Email address: _____

All prices are for the duration of your hire and are exclusive of VAT.

Display Equipment	Price	Qty
50" Plasma / LCD for PC or Video	£495.00	
42" Plasma / LCD for PC or Video	£330.00	
32" Plasma / LCD for PC or Video	£300.00	
17" TFT for PC only (on a table top-stand)	£66.00	
Table Top Stand / Basic Floor Stand / Wall Bracket	FREE	
Deluxe Floor Stand	£100.00	
SPECIAL OFFER : Free upgrade from a 42' plasma to a 50' with a basic floor stand		

Audio/ Video Equipment	Price	Qty
Video Wall	POA	
DVD Player	£45.00	
CD Player	£75.00	
Small PA System with Wired Microphone	£270.00	
Radio Microphone for above PA system (hand held or lapel)	£150.00	

Computer/ Office Equipment	Price	Qty
Standard laptop Dell Dual Core 2.2Ghz, 2Gb Ram (or equivalent)	£300.00	
Standard laptop inc. wireless internet connection	£360.00	
Standard desktop PC HP Dual Core 2.6Ghz, 2Gb Ram, 17" Monitor (or equivalent)	£300.00	
Standard Desktop inc. wired internet connection	£390.00	
USB B&W Printer (inc. 1 toner app. 1000 pages)	£165.00	
Additional Toner for above USB B& W Printer	£45.00	
Colour Laser Printer	POA	

Additional services available on request.



ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP
Justine Tyms
justine.tyms@accliverpool.com

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Exhibition AV Payment Form

ACC Liverpool Limited

Please note we can no longer accept American Express and a debit/credit card commission of 2.5% is applicable. All prices are exclusive of V.A.T

Date:

Client Name & Event:

Credit card Type:

Credit Card Number:

Valid From:

to:

CCV Number:

Issue No:

Cardholders name:

Cardholders Address:

Signature:

Please return both sheets of the completed form to Justine Tyms at the email address below.

justine.tyms@accliverpool.com

**ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP**

Terms & Conditions

Orders are subject to availability. Rental prices quoted are for the duration and include delivery, installation, onsite support and collection and exclude VAT at the prevailing rate. Upon receipt of your order we will issue confirmation by email. Full payment is required before orders can be processed (debit / credit card processing fee is 2.5%). Order within 7 days may incur a late order surcharge. Any missing or damaged items will be charged against the credit card. Upon receiving this booking you are accepting our terms and conditions, which are available on request or on our website

ACC Liverpool, BT Convention Centre and Echo Arena are trading names of ACC Liverpool. Registered office: Municipal Buildings, Dale Street, Liverpool.L2 2DH. Registered in England No. 5204033



AT YOUR SERVICE...
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Exhibitor I.T Order Form

This form must be completed in full and returned with payment no later than 14 working days before the start of the tenancy, Any orders received after this time will be subject to a late order surcharge of 20%. Prices are valid from 01/01/14 – 31/12/14.

Event Title:

Event Date From:

To:

Contact Name:

Contact No:

Stand Name & No:

Email Address

Prices shown are for the duration of the event (overleaf).



ACC Liverpool Business Centre
ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP

businesscentre@accliverpool.com

Tel: 0151 239 6001 Fax: 0151 708 7063

Exhibitor I.T Order Form (cont...)

Telephone, Fax & ISDN	Early Order Price	Late Order Price	Quantity	Total
Digital Telephone Line & Handset (plus £10 credit for calls at standard BT rate, anything above charged at the same rate)	£115.00	£138.00		
Digital Line for Fax Machine (machine + digital line)	£95.00 £120.00	£114.00 £140.00		
Analog Line	£129.00	£155.00		
ISDN Line	£190.00	£228.00		
Internet & Data Services ACC Liverpool offers free Wi-Fi access to all visitors, suitable for basic web browsing, should you require an internet connection for any product demonstrations on your exhibition stand, we would recommend ordering a wireless or wired connection to guarantee a high quality service inclusive of technical support. Please note all wired & wireless connections are 1 per device.				
Wired Internet (first connection)	£180.00	£216.00		
Additional wired connection	£60.00	£72.00		
Wireless Internet connection * High bandwidth connection inc Technical Support	£180.00	£180.00		
Additional wireless connection * High bandwidth connection inc Technical Support	£60.00	£60.00		
6-port switch device	£200.00	£200.00		
(All prices are exclusive of VAT)			Total excl. VAT	

Internet Ports:

Standard HTTP, HTTPS and FTP ports open. Please indicate if you need any specific ports.
(There will be a charge agreed for this depending on the complexity of the requirement)

Ports:

*The use of any other Wi-Fi connections other than the in house Wi-Fi is prohibited and may result in being disconnected by ACC Liverpool. The venue ICT team regularly monitor the in house Wi-Fi and will report any external Wi-Fi networks identified. If you require multiple Wi-Fi connections please contact the Business Centre to discuss further.

ACC Liverpool Business Centre
ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP

businesscentre@accliverpool.com

Tel: 0151 239 6001 Fax: 0151 708 7063

Exhibitor I.T Order Form (cont...)

Credit Card Payment

Description of Services:

Invoice Number (if applicable)

Type of Credit Card

Type of Account:

Company Name:

Full Name as it appears on the card:

Card Number

CCV Number:

Expiry Date:

Issue No or Valid From Date:

Billing Address:

Postcode:

Telephone No:

Email Address:

Authorisation of Card Use

I certify that I am the authorised holder and signatory of the card referenced above and that all the information provided is complete and accurate.

I hereby authorise collection of payment for all charges as indicated on the attached booking form, together with a card service charge of 2.5% of the total booking value.

I acknowledge that all orders may be immediately terminated at The Arena & Convention Centre Liverpool's discretion if any charges are declined or charge backs are claimed against any outstanding invoice amount. Disputes to amounts invoiced should be immediately reported to businesscentre@accliverpool.com.

Authorised Signature:

Date:

Please return all sheets of the completed form to the address at the bottom of the page.

ACC Liverpool Business Centre
ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP

businesscentre@accliverpool.com

Tel: 0151 239 6001 Fax: 0151 708 7063

AT YOUR SERVICE...
EXCELLENCE AS STANDARD



Electrical Supply Order Form

Freeman UK are the contractor responsible for the provision of mains electrical and piped services at ACC Liverpool. They will be dealing directly with the licensee or their agent on the basis of the following price list valid from 1st January 2014 – 31st December 2014.

	ACC Price Including Discount		ACC List Price																									
Single Phase 230/240V		<table><tr><th>Quantity</th><th>TOTAL</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	Quantity	TOTAL												<table><tr><th>Quantity</th><th>TOTAL</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	Quantity	TOTAL										
Quantity	TOTAL																											
Quantity	TOTAL																											
10 Amp	£155.90		£155.90																									
16 Amp	£212.50		£212.50																									
32 Amp	£368.40		£368.40																									
63 Amp	£643.30		£643.30																									
125 Amp	£1091.50		£1091.50																									
Three Phase 400/415V		<table><tr><th>Quantity</th><th>TOTAL</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	Quantity	TOTAL												<table><tr><th>Quantity</th><th>TOTAL</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	Quantity	TOTAL										
Quantity	TOTAL																											
Quantity	TOTAL																											
16 Amp	£430.80		£430.80																									
32 Amp	£742.70		£742.70																									
63 Amp	£1228.90		£1228.90																									
125 Amp	£2085.60		£2085.60																									
315 Amp	£5108.40		£5108.40																									

ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP

AT YOUR SERVICE...
EXCELLENCE AS STANDARD



Electrical Supply Order Form

Prices are for standard supply and do not include VAT. There will be an additional 10% charge for 24 hour supply. Please ensure 24hr supply is indicated on the order.

Orders for main supply should be placed with Freeman UK no later than 14 days prior to tenancy.

Orders for power which are received a minimum of 14 working days prior to tenancy will be charged at the ACC Price discount. Any orders received less than 14 working days but more than 2 days prior to tenancy will be charged at ACC List Price. Within 48 hours prior to tenancy and during the tenancy period any ordered received will be charged at the ACC List Price plus a 20 % surcharge as a late order.

All orders must be paid for prior to the tenancy and any order received less than 14 days prior to tenancy must be paid for with a credit card or bank transfer.

All order forms must be accompanied with a scaled plan of the venue showing the location of the mains required (if event is in Hall 2, or it's division, please also show the service ducts).

Prices for the provision of water & waste are available on request.

Please complete the Event Details and Client Details on the form overleaf.



**ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP**

AT YOUR SERVICE...
EXCELLENCE AS STANDARD



Electrical Supply Order Form

Event Details:

Name:

Dates:

Location: Arena Hall 2 Other (please state)

Additional information relating to the order:

Client Details:

Company Name

Contact Name:

Position:

Address:

Telephone:

Fax:

Email:

Authorised Signature:

Date:

Please return the completed form to:

Paul Yates

Freeman UK Ltd, Bedlam House, Oldfield Road,
Manchester, M5 3SR

Tel: 0161 874 5100

Fax: 0161 874 5102

Email: paul.yates@freemanuk.com

**ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP**



Water & Waste Order Form

Freeman UK are the contractor responsible for the provision of mains electrical and piped services at ACC Liverpool. They will be dealing directly with the licensee or their agent on the basis of the following price list valid from 1st January 2014 – 31st December 2014.

Description	Incl. Discount	Qty	Total	List Price	Qty	Total
15mm Water & 32mm Waste to clients own sink	£474.43			£569.21		
15mm Water & 32mm Waste inc Water heater connection*	£544.32			£653.19		
15mm Water & 32mm Waste to clients own double sink	£557.28			£668.74		
15mm Water & 32mm Waste to clients own double sink c/w water heater*	£567.00			£680.40		
15mm Water Only	£237.13			£284.56		
32mm Waste Only	£237.13			£284.56		
1st Connection from 15mm Water**	£57.03			£68.44		
2nd subsequent connection from 15mm water**	£57.03			£68.44		
Grand Total				Grand Total		

*This is to clients own equipment and does not include the electrical connection

**1st & 2nd connections must be within 2 metres of the original connection

There are no service ducts in the Arena so please contact Freeman UK direct for quotation and information on availability in the Arena area.



ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP

Water & Waste Order Form (cont)

Prices do not include VAT.

Orders for piped services supplies should be placed with Freeman UK no later than 14 working days prior to tenancy.

Orders which are received a minimum of 14 working days prior to tenancy will be charged at the ACC List Price including discount. Any orders received less than 14 working days but more than 2 working days prior will be charged at the ACC List Price. Within 48 hours prior to tenancy and during the tenancy period any orders received will be charged the ACC List Price plus a 20% surcharge as a late order.

All orders must be paid for prior to the tenancy and any order received less than 14 days prior to tenancy must be paid for with a credit card or bank transfer.

All order forms must be accompanied with a scaled plan of the venue showing the location of the services required (if event is in Hall 2, or its division, please also show the service ducts).

Please complete the Event Details and Client Details on the form overleaf.



**ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP**

Water & Waste Order Form (cont)

Event Details:

Name:

Dates:

Location: Arena Hall 2 Other (please state)

Additional information relating to the order:

Client Details:

Company Name

Contact Name:

Position:

Address:

Telephone:

Fax:

Email:

Authorised Signature:

Date:

Please return the completed form to:

Paul Yates

Freeman UK Ltd, Bedlam House, Oldfield Road,
Manchester, M5 3SR

Tel: 0161 874 5100

Fax: 0161 874 5102

Email: paul.yates@freemanuk.com

**ACC Liverpool, Kings Dock,
Liverpool Waterfront
L3 4FP**



Exhibition Flowers Order Form

Contact: Kai Leek
 Telephone: 0161 333 4556
 Email: kai.leek@verdure.co.uk

Deadline: 2 weeks prior to the event

Exhibition:	
Dates:	
Company Name:	
Stand Name / Number:	
Contact Name:	
Telephone Number:	
Mobile Number:	
Email:	
Billing Address:	
Delivery Date:	

Floral & Plant Arrangements for Purchase

Please detail colour preferences below.

- | | | | | | |
|--|---------------------------------|-------------------------------|---------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> White / Cream | <input type="checkbox"/> Orange | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input type="checkbox"/> Blue - Dark | <input type="checkbox"/> Cerise |
| <input type="checkbox"/> No Preference | <input type="checkbox"/> Green | <input type="checkbox"/> Pink | <input type="checkbox"/> Purple | <input type="checkbox"/> Blue - Pale | <input type="checkbox"/> Violet |

	Unit Cost	Quantity	Total Cost
Forward facing vase. Small: 40cm tall.	£35,00		£0,00
Forward facing vase. Medium: 60cm tall	£50,00		£0,00
Forward facing vase. Large: 80cm tall	£65,00		£0,00
Centrepiece bowl vase. Small: 20cm diameter	£35,00		£0,00
Centrepiece bowl vase. Medium: 30cm diameter	£50,00		£0,00
Centrepiece bowl vase. Large: 40cm diameter	£65,00		£0,00
White Orchids in ceramic pot. Small: 15cm diameter	£30,00		£0,00
White Orchids in ceramic pot. Medium: 20cm diameter	£45,00		£0,00
White Orchids in ceramic pot. Large: 25cm diameter	£60,00		£0,00
Green Plants in ceramic pot. Small: 15cm diameter	£25,00		£0,00
Green Plants in ceramic pot. Medium: 20cm diameter	£35,00		£0,00
Green Plants in ceramic pot. Large: 25cm diameter	£45,00		£0,00
Bouquet in gift bag. Small: 25cm diameter	£35,00		£0,00
Bouquet in gift bag. Medium: 30cm diameter	£45,00		£0,00
Bouquet in gift bag. Large: 35cm diameter	£55,00		£0,00

Large Plants for Hire - Planted in Stainless Steel Planter

Bay Tree - 'lolipop'. Small 150cm tall	£40,00		£0,00
Bay Tree - 'lolipop'. Medium 180cm tall	£50,00		£0,00
Bay Tree - 'lolipop'. Large 200cm tall	£60,00		£0,00
Ficus Benjamin. Small: 150cm tall	£40,00		£0,00
Ficus Benjamin. Medium: 180cm tall	£50,00		£0,00
Ficus Benjamin. Large: 200cm tall	£60,00		£0,00
Kentia Palm. Small: 150cm tall	£40,00		£0,00
Kentia Palm. Medium: 180cm tall	£50,00		£0,00
Kentia Palm. Large: 200cm tall	£60,00		£0,00

Notes		Sub Total	£0,00
		VAT @ 20%	£0
		Grand Total	£0,00

Please email form to:

When the order is received, an invoice by return email will be issued.

Payment can be made by BACS transfer or by all major credit and debit cards.

If you have bespoke requirements or any queries at all please call Kai Leek on 0161 333 4556.